

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Planning and Building	(2) MEETING DATE 10/1/2013	(3) CONTACT/PHONE John McKenzie, Senior Planner/805-781-5452	
(4) SUBJECT Request to approve five year contracts (Clerk's File) for 'on-call' environmental and planning consultant services with 1) Aspen Environmental Group, Inc., 2) Padre Associates, Inc., 3) Rincon Consultants, Inc., and 4) SWCA, Inc. in an amount not to exceed \$200,000 per year over the five year term.			
(5) RECOMMENDED ACTION It is recommended that your Board approve and sign the contract agreements (Clerk's File) with 1) Aspen Environmental Group, Inc., 2) Padre Associates, Inc., 3) Rincon Consultants, Inc., and 4) SWCA, Inc. and authorize the Chairperson of the Board of Supervisors to sign the agreements on behalf of the County.			
(6) FUNDING SOURCE(S) Department Budget/Applicant Funded	(7) CURRENT YEAR FINANCIAL IMPACT \$0.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____ ) <input type="checkbox"/> Board Business (Time Est. ____ )			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) 19001334, 19001335, 19001336, 19001337		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A    Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW  Reviewed by Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: John McKenzie, Senior Planner

VIA Ellen Carroll, Environmental Coordinator

DATE: 10/1/2013

SUBJECT: Request to approve contracts for 'on-call' environmental and planning consultant services with 1) Aspen Environmental Group, Inc., 2) Padre Associates, Inc., 3) Rincon Consultants, Inc., and 4) SWCA, Inc. (Clerk's File)

## **RECOMMENDATION**

It is recommended that your Board approve and sign the contract agreements (Clerk's File) with 1) Aspen Environmental Group, Inc., 2) Padre Associates, Inc., 3) Rincon Consultants, Inc., and 4) SWCA, Inc. and authorize the Chairperson of the Board of Supervisors to sign the agreements on behalf of the County.

## **DISCUSSION**

The Planning and Building Department maintains 'on-call' special services contracts with qualified firms to help expedite preparation of environmental and planning documents such as negative declarations, technical studies, land use and subdivision reports. The consultants also provide special expertise and mitigation monitoring services.

With the existing contract expiring on October 31, 2013, a Request for Proposals (RFP) was sent out to find the top four firms to establish a 5-year contract with these firms. The County received 10 proposals. The major benefit of doing this RFP and contracting for on-call services is that it shortens the time for the consultant to start work on a given project. This is because the RFP and contract negotiation process, which can take 8-10 weeks, is done once instead of for each separate project.

The Department is recommending contracts with more than one firm to ensure that a wide range of cost competitive expertise is available within the timeframes needed. The four firms listed above have been chosen based on cost, expertise and ability to provide quick turn-around times.

This Contract complies with the County-approved contracting procedures.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

County Counsel has reviewed and approved the agreements as to form and effect. Staff also worked closely with General Services on the RFP process. No involvement of other agencies is required.

## **FINANCIAL CONSIDERATIONS**

These are "on-call" special services contracts. The Department budget includes funding for consultant services. In addition, funding also comes from applicants for specific projects. Consultant costs depend on the type of project and are determined separately for each project. Each contract allows up to \$200,000 of work by each consultant per year over the five-year contract period.

**RESULTS**

The use of these contracts will help expedite the land use and environmental review process, and provide special expertise, as needed. This is consistent with County Communitywide Results of "A well Governed Community" and "A Livable Community".

**ATTACHMENTS**

1. Clerk's file Statement for contracts